

Holy Cross College
Student Employment

Title: **Student Activities Intern**

Department: Student Affairs

Supervisor: Carolyn Kitz

Email: CKitz@hcc-nd.edu

Schedule: **Approximately** 10 hours per week to be determined with the supervisor.

Rate of pay: \$10.00 per hour

Location: V-110a

Purpose

This position assists the Director of Student Activities as needed with College student activity programming.

Essential Job Duties:

- Assist with advertising and marketing of student activities and SGA events
- Manage the information bulletin boards on campus
- Assist with advertising and marketing of student activities and SGA events
- Assist with preparation, logistics, and execution of campus events and Student Activities projects
- Act as liaison of information, coordination, and scheduling of events for student clubs when DSA is not available

Minimum Education, Skills and Abilities:

- Ability to work flexible schedule to meet the needs of student activities programming
- Possess strong organizational and detail-oriented skills
- Positive attitude to promote student programming
- Design and ideation skills preferred
- Interest in event planning and execution a plus